



**DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFSWA
CIVILIAN HUMAN RESOURCES (CHR), NAPLES, ITALY**

INSTRUCTIONS FOR LN POSITION VACANCY ANNOUNCEMENTS

Vacancy announcements and the application form can be downloaded from
https://cnic.navy.mil/regions/cnreurafswa/about/job_openings/LocalNationalVacancies.html

SUBMISSION OF EMPLOYMENT APPLICATION FORM

- **Applications will only be accepted if there is an open vacancy announcement.** Vacancy announcements are posted on the CHR bulleting board, or may be downloaded from the following link:
https://cnic.navy.mil/regions/cnreurafswa/about/job_openings/LocalNationalVacancies.html
- Applicants must submit a complete [NSA NAVEUR Form 12300/1](https://cnic.navy.mil/regions/cnreurafswa/about/job_openings/LocalNationalVacancies.html) which may be downloaded from the following link:
https://cnic.navy.mil/regions/cnreurafswa/about/job_openings/LocalNationalVacancies.html, go to “Local LN Vacancies”, and then “LN Application Form”; OR they are available at the Civilian Human Resources (CHR), located in Admin I, Capodichino.
- **SELF DEVELOPED FORMS WILL NOT BE ACCEPTED.**
- Current employees of departments within activities serviced by CHR Naples, Italy, may submit the **NSA NAVEUR NAPLES 12300/2, Request for Placement Consideration** form in lieu of the **NSA NAVEUR Form 12300/1**, for consideration for jobs. This option is only recommended to those applicants who already have an updated NSA NAVEUR Form 12300/1 application form on file in their Official Personnel Folders (OPFs).
- **Applications for white-collar positions (Ua) must be completed in English. Applications for blue-collar positions (Uc) may be completed in Italian or English.**
- **It is the applicant’s responsibility to:**
 - Complete the application form in its entirety. All information requested by the application form must be provided. If a question does not apply to you write “Does not apply” in appropriate space. **Incomplete applications will not be considered;**
 - Verify the accuracy and validity of the information submitted;
 - Submit application forms **by** the closing date of the vacancy announcement. Late applications will not be accepted;
 - **Submit copies of documents and retain the originals. Applications and attachments submitted will not be returned;**
 - **Specify if he/she has any relatives working for the U.S. Navy;**
 - **Sign and date the application form.**

WHERE TO APPLY

- Hard copy applications are accepted at the Security Pass and ID office at Capodichino and Gricignano, **OR** at the Civilian Human Resources (CHR), located in Admin 1, Capodichino. Mailing or sending applications via certified or registered mail through the Italian Postal service is neither encouraged nor recommended. The CHR is not responsible for delays caused by receiving mail beyond the closing date.
- **APPLICATIONS AND SUPPORTING DOCUMENTS MUST BE RECEIVED NO LATER THAN CLOSE OF BUSINESS (1530 HRS) ON THE CLOSING DATE OF THE ANNOUNCEMENT.** Additional information/documentation will not be accepted after the announcement closing date.

WHO MAY APPLY (AREA OF CONSIDERATION FOR JOBS)

- **Citizens of Italy and other European Union (EU) country citizens. Applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.**
- Some positions may limit the area of consideration to current employees of departments within activities serviced by CHR Naples, Italy. If the area of consideration is less than that stated above, it will be reflected in the individual vacancy listing. In order to receive consideration for any position listed in this announcement, applicants must be within the stated area of consideration.

QUALIFICATION REQUIREMENTS

- Applicants must carefully review the duties, the type of experience and/or education required by the vacancy announcement, before applying for a position.

WORK EXPERIENCE

Describe in detail and in your own words, your job experiences related to the job you are applying for, including:

1. **Job title** (include pay schedule, series and grade if experience gained in the Federal employment);
 2. **Starting and ending dates (must specify day, month and year)**
 3. **Work Schedule and WEEKLY HOURS**, (e.g. **full-time permanent, 40 hours per week**);
 4. **Duties and accomplishments** (identify percentage of time spent when work involved multiple/varying duties)
 5. **Salary** (monthly)
 6. **Employer's name and address**. Supervisor's name and phone number. Indicate if we may contact your current supervisor.
 7. List experience gained during military service, providing detailed description of duties performed.
- Position descriptions (PDs) will not be used in the evaluation of applications. Attachment of PDs to applications is not appropriate, as ratings will be made on descriptions furnished by candidates in their own words.
 - Applicants must be able to provide documentation to support qualifying education and/or experience for appointability.
 - All qualifying experience and education will be verified prior to employment.

EDUCATION

Education may be a basic entry requirement or be substituted for experience. In order to receive credit, applicants **MUST attach copies of education certificates or transcripts** certifying subjects and examinations completed at university. Foreign education must be officially translated by a Consulate or by a sworn oath. Selectees who qualified based on education will be required to produce original education certificates. Applicants **MUST** indicate the title/s of their degree/s in **Italian**, as specified below:

1. Diploma di laurea (Laurea Vecchio Ordinamento pre-riforma Zecchino decreto 509/1999 del Ministro dell'Università e della Ricerca Scientifica e Tecnologica)
2. Laurea (Nuovo Ordinamento)
3. Laurea Magistrale o Specialistica
4. Master di primo livello
5. Master di secondo livello
6. Dottorato di ricerca

TYPING PROFICIENCY

Positions identified as typists or with a parenthetical “**typing**” or “**O/A**” title require the skill of a fully qualified typist.

Applicants must self certify their typing proficiency on the appropriate block on the application form, indicating typing speed.

To be certified as a “qualified” typist, candidates must meet a minimum of **forty (40) words per minute OR two hundreds (200) strokes per minute** in English, on an American typewriter. Typing proficiency skills may be subject to verification prior to employment.

TEMPORARY POSITIONS

- Applicants applying for any **TEMPORARY** position **MUST** complete and submit, in addition to the NSA NAVEUR Form 12300/1, the **Form for Temporary Employment** (Modulo aggiuntivo per impiego temporaneo). The form can be downloaded by clicking on: [**Form for Temporary Employment \(Modulo aggiuntivo per Impiego Temporaneo\)**](#)

EVALUATION METHOD

- Applicants found to be basically qualified will be evaluated on the basis of quality of experience, education supported by transcripts, in accordance with applicable regulations.

INQUIRIES REGARDING JOB APPLICATION STATUS

- For inquiries regarding job application status, applicants can call CHR (081) 568-5409, or DSN 626-5409, **Monday through Friday, 0900-1500**, at least **15 days** after the closing date of the announcement, providing the announcement number. Your inquiries will be responded within 3 business days. **In accordance with the Italian Privacy Act (Legge 675/96), CHR will not provide information regarding applicant's application to family members or friends. Applicants will only be notified if selected.**

NOTES

- Employment of relatives is restricted in accordance with NAVSUPPACT policy.
- For positions identified as having known promotion potential (KPP), selectee may be non-competitively promoted to the next higher level upon successful completion of required training, meeting regulatory requirements, and upon recommendation by the supervisor.
- Lists of qualified candidates may be used to fill additional similar positions without further competition.
- If selected for a position, selectee will be required to provide some certifications, including “**certificato penale generale**” and “**certificato di carichi pendenti**”.